



No. PSDA/Performance Audit/2021/07
PUNJAB SKILLS DEVELOPMENT AUTHORITY
INDUSTRIES, COMMERCE, INVESTMENT &
SKILLS DEVELOPMENT DEPARTMENT
10-A, New Muslim Town, Lahore.
Dated Lahore the, 28th July, 2021

1. All TEVTA Institutes in Punjab.
2. All PVTC Institutes in Punjab.
3. All Privately Managed TVET Institutes in Punjab.

Subject: INSTRUCTIONS FOR ENSURING MINIMUM REQUIREMENTS OF FACILITIES IN TVET INSTITUTES


In pursuance of Section 7(f) of PSDA Act 2019, empowering the PSDA to conduct performance audit of TVET institutes, the PSDA has constituted inspection committees to evaluate training facilities in the institutes. The PSDA is planning to start visits from 15th August, 2021. Following instructions are being circulated for implementation by all TVET institutes and the institute's performance will be primarily gauged on adherence to following instructions:

Ensure availability of:

- i. Curricula compliant labs.
- ii. Training material to perform practical as per institute time table.
- iii. Well-maintained stock registers and purchase invoices.
- iv. Qualified teaching and supporting staff.
- v. Time table, curriculum and organogram displayed and maintained.
- vi. Lesson plans, job sheets, assignments and tests record available with staff and maintained.
- vii. Properly maintained attendance registers of staff and students.
- viii. Potable drinking water facility available and maintained.
- ix. Updated record of co-curricular activities and industrial visits.
- x. Well-furnished library and updated list of library books. (For 03 year and 02 year courses)
- xi. Alternate exit point. (in case of emergency)
- xii. Well maintained classrooms / workshop / lab, Principal office and admin offices.

Ensure:

- xiii. Area upkeep, security and fire-fighting arrangements.
- xiv. Strict adherence to Covid-19 and dengue SOPs.
- xv. Cleanliness of institute especially washrooms.
- xvi. Observance of occupation, health and safety rules especially in labs and workshops.
- xvii. Proper maintenance of fee record and payment made to staff as per Govt. rules.
- xviii. Alternate arrangements of electricity. (in case of power breakdown)


(SALEHA SAEED)
DIRECTOR GENERAL
PSDA

A copy is forwarded for information to:

1. PSO to Minister for Industries, Government of the Punjab.
2. PS to Secretary, ICI&SD Department, 2-Bank road, Lahore.
3. All Board members of PSDA.
4. The Chairperson TEVTA, Lahore.
5. The Chairman PVTC, Lahore.